King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 4 **Security & Use of Force**	
4.01.001, Attorney Pass-Through Slots	Approved By:	Director John Diaz
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Purpose
To describe the procedures for maintaining security while allowing legal paperwork to be passed to inmates via the attorney pass-through slots.

Policy
It is the policy of the department to allow designated individuals access to attorney pass-through slots for the purpose of passing legal paperwork to inmates.

Definitions
Attorney pass-through slots: Small, lockable slots, approximately one inch tall by ten inches wide, cut through jail walls that allow the supervised or unsupervised transference of legal documentation between inmates and authorized users.
Authorized user: An individual given express permission by department staff to utilize an attorney-visiting booth for the purpose of exchanging legal documents with inmates. Attorneys and law enforcement officials shall normally be allowed access upon presentation of acceptable identification.
Core area pass-through slots: Larger pass-through slots, similar to the attorney pass-through slots located between the public visiting area and the core area of each tower floor at the King County Correctional Facility (KCCF).
Secondary User: Other professional users that have a need for access to the pass-through slot to deliver legal documents to their clients. Access to the slot is secondary to any criminal case attorney needing pass-through access.

General Guidelines
1. Only authorized users shall be allowed to utilize the attorney pass-through slots.
2. Attorney pass-through slots shall be used to transfer authorized items only.
   a. Un-authorized items are contraband.
   b. Introducing contraband is a crime and violators will be prosecuted.
3. Priority shall be given to attorneys who are representing clients in a criminal case.
   a. If the attorney booth is needed by the assigned criminal case attorney, and it is occupied, the visiting (MRJC) or floor (KCCF) control officer should be contacted to resolve the matter.
      1) Secondary users must vacate the attorney booth if the criminal attorney of record needs the booth.

2) In these cases, secondary users who need to pass a document to an inmate when the attorney booths are in use can seek the assistance of the floor control officer (KCCF) or the visiting control officer (MRJC).

4. Secondary access to attorney visiting booths shall be given to authorized professional visitors that need pass-through access if the booth is available.
5. The following professionals shall have secondary access to the attorney booths:
   a. Probation/community corrections officers – (City, County, State, and Federal).
      1) Probation/community corrections officers do not need to be in the Jail ID Management System or receive a jail orientation for an attorney booth or window visitation.
      2) They must show their badge and/or agency ID and personal photo ID to receivevisitation privileges.
   b. Paralegals – (must be in Jail ID Management System).
   c. Social workers from King County Public Defense agencies – (must be in Jail ID Management System).
   d. DSHS and Social Security intake workers – (must be in Jail ID Management System).
   e. Civil case attorney's – (must show Bar Card and photo ID)
   f. Advocates with the Prosecuting Attorney's Office – (must be in Jail ID Management System).
   h. Investigators (must be in Jail ID Management System)
6. The following professional visitors have window access only:
   a. DOC mental health evaluators.
   b. DOC support staff – (must be in Jail ID Management System).
   c. Legal messengers.
   d. Bail bondsmen.

Procedure

A. KCCF Core Area Pass-Through

1. The floor control officer shall:
   a. Call for the inmate.
   b. Direct the inmate into the visiting area and slide the door locked.
   c. Have an activities officer available with keys.
   d. During the pass-through transaction, not open the visiting area door, or allow any inmate movement through the area, until the pass-through is again closed and locked.
   e. Once the transaction is complete, direct the inmate back to his or her housing area.
   f. Ensure that the pass-through slot is locked, and that the activities officer returns the keys.
   g. Notify Reception staff, if no activities officer is available, and direct the authorized user to return to reception so the paperwork exchange can be done via the pneumatic tube system.
2. The activities officer shall:
   a. Once assured that the inmate is secured behind the visiting door and the core area is clear of inmates, open the pass-through, collect papers (and instructions), then lock the pass-through.

b. Pass the papers under the visiting door to the inmate, along with any instructions. When done, have the inmate slide the completed papers back under the visiting door.
c. With the inmate still secured behind the visiting door and the core area still clear of inmates, open the pass-through slot, return the papers, and then secure the pass-through slot.
d. Return the inmate to his or her housing area.
e. Return the keys to the floor control officer.

2. The Customer Service Specialist III (CSS III) working reception shall, when no activities officer is available:
   a. Send the paperwork (via the pneumatic tube system) to the floor control to be signed by the inmate at the Floor Control pass-through slot.
   b. Return the paperwork to the authorized user when signed.

B. KCCF Attorney Booths

1. The activities officer shall:
   a. Unlock the pass-through slots in the attorney visiting booths each weekday morning no later than 0700 and lock them each night no earlier than 1900 hours.
   b. Re-lock the pass-through slot, if the need arises, to use the attorney booth for other than an authorized user.
   c. Periodically check the attorney booths during security checks.
2. The floor control officer shall:
   a. Document the unlocking and locking of the pass-through slots in the floor control JMS Shift Log.
   b. Allow only authorized users to utilize the attorney booths when the pass-through slots are unlocked.

C. Regional Justice Center (RJC) Attorney Booths

1. Housing Unit booths:
   a. Visiting control officers shall allow only authorized users to visit in the attorney booths.
   b. Housing unit officers shall periodically check the attorney booths during security checks.
2. Central control booths:
   Central control officers shall:
   a. Authorize unlocking the pass-through slots only on an "as-needed" basis. Document any use in the central control JMS shift log.
   b. Allow only authorized users to visit in the attorney booths.
3. Court Detail booths:
   Only attorneys shall be allowed use of the attorney booths in court detail.